



IPAD4 – Leaving School – Returning iPad

To be completed by STUDENT SERVICES

Student Name:		Year level:		Date Left:	
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Original Case	<input type="checkbox"/> YES <input type="checkbox"/> NO	Comments:
Genuine Apple Charger (including charge cable and power block –see picture previously provided)	<input type="checkbox"/> YES <input type="checkbox"/> NO	Comments:

Screen Checked (turn iPad **ON** and check for cracked screen and/or if screen works)

Screen NOT Damaged	<input type="checkbox"/>		
Screen Damaged	<input type="checkbox"/>	Inform parent they will be charged for the repair/replacement	<input type="checkbox"/>

Signed:

Date:

To be completed by IPAD DEPARTMENT

iPad & Charger Received Date:	
IPAD 4 form completed by Student Services	<input type="checkbox"/>
iPad returned	<input type="checkbox"/>
Screen damaged	YES NO
Sent to iPad repair agent	<input type="checkbox"/>
Contacted cashier to invoice parent/caregiver	<input type="checkbox"/>
Genuine charger returned	<input type="checkbox"/> Power Block/Brick <input type="checkbox"/> Cable
Contacted cashier to invoice for charger cable &/or brick	<input type="checkbox"/>
Student signed out of AppleID	YES NO
Student changed Passcode	YES NO
iPad sent to IT Technicians to wipe and provision	<input type="checkbox"/>



Student/Parent information when returning iPad

Before returning the iPad to school, please sign AppleID out of iPad, you cannot do this at school on the school Wi-Fi network.

1. Are you returning the original iPad charger (including the charge cable & 10W power brick)?

If not you will be invoiced for the replacement of new power brick &/or charge cable.

2. Is the iPad damaged or have a broken screen?

An invoice of \$65 if still in warranty for an Apple Care claim, if it is out of warranty or on its 3rd claim you will be invoiced the full repair cost.

3. Is the iPad being returned in its original case?

If not you will be invoiced for a replacement case.

4. Has your student signed out the iPad (has your child signed out of his/her AppleID)?

If not, please follow instructions below to sign out.

5. Has the student changed the passcode on the iPad back to the school default passcode?

If not please follow instructions below and change the Passcode.

IMPORTANT

PLEASE MAKE SURE YOU SIGN OUT OF APPLE ID AND CHANGE THE PASSCODE BEFORE RETURNING YOUR IPAD

How to Sign Out of Apple ID

- Tap Settings
- Tap Name at the top of screen
- Tap sign-out (in red)
- Enter Apple ID password (if prompted)
- Tap Turnoff
- Tap sign out

Change Passcode

- Tap Settings
- Scroll to Touch ID & Passcode
- Enter original passcode
- Tap change passcode
- Enter original passcode
- Enter 209500
- Enter 209500 to verify